

11 December 2001

Environmental Business Line Implementation Team Charter

Ref: (a) Regional Facility Management System Overview Briefing of 16 NOV 01

1. Background. The Yokosuka Naval Complex has three environmental entities: the CFAY Environmental Division, the PWC Yokosuka Environmental Office, and the COMNAVFORJAPAN Environmental Office. Overlap and interaction among them is inefficient, and precludes using planning, engineering and personnel resources to support other CNFJ installations and Fleet units.
2. Team Name. Environmental Business Line Implementation Team
3. Purpose. In accordance with the principles described in reference (a), this team will design an efficient Environmental Business Line for the CNFJ Region.
4. Membership. The Team membership is shown below. Additional members may be added as needed to fulfill the obligations of this Charter.

Mr. Tom Blackmer (COMNAVFORJAPAN N45, Team Leader)
Mr. Don Bosch (COMNAVFORJAPAN N452, Assistant Team Leader)
Mr. Ron Rossetti (NAF Atsugi Environmental Office)
Mr. Byung Lee (PWC Yokosuka Environmental Office)
Mr. Mike Soyffer (CFA Yokosuka Environmental Office)
Mr. Tom Conway (CFA Sasebo Environmental Office)

5. Business Line Objectives. The Team will:

- a. Identify requirements (mission support, organizations, personnel, facilities, etc.)
- b. Identify any duplication of services, and opportunities for efficiency.
- c. Develop a single regional management system for all commands and tenants in the CNFJ AOR
- d. Reinvest resources (especially environmental planning and engineering services) captured through efficiency by making them available to all CNFJ installations.

6. Assumptions and Considerations.

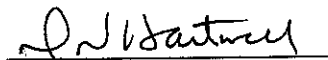
- a. Funding- Current funding and execution methods (EPR Program) will be retained.
- b. Manpower- Areas where duplication exists will be targeted for billet reduction and/or consolidation. Attrition may be used to realize billet reductions. PDs may be revised to reflect the new organization.
- c. Policy and legal requirements are issued by higher authority, and are clearly understood.

7. Measurements. The team will develop baseline measurements against which success of this initiative will be determined. These may include short-term (less than three years) program cost and manpower reductions, and long-term (over three years) environmental quality assessments.

8. Team Resources. Team members will meet as needed on this effort for approximately two months, and may be assigned additional tasks under this Charter. Other personnel from the CNFJ Region will support the team as required.

9. Deliverables (Presented to the Regional Advisory Board by 15 January 2002)

- a. Detailed concept of operations, captured in narrative form ready to add to the RFMS Operations Manual
- b. Organization and staffing plan, showing all positions and grades
- c. Transition plan, with plan of action and milestones showing all key actions, who is tasked each action, and a target date for completion of each assigned action.


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